

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

PARALEGAL **Data Privacy and Identity Theft Unit**

Provides paralegal support for Data Privacy & Identity Theft Unit litigation attorneys. Reports to Section Chief of Data Privacy & Identity Theft Unit. Facilitates coordination with other Divisions within the Office of the Attorney General.

Duties:

- Provides investigation and litigation support for section.
- Assists attorneys manage case schedules and assists unit manage electronic databases holding case information for analysis and reporting purposes.
- Performs fact-gathering during investigation and litigation phases; contacts witnesses to obtain documents and testimony; prepares correspondence to witnesses and others; schedules witness interviews.
- Identifies and collects material supporting court filings. Prepares documents necessary for investigation and litigation, including civil investigative subpoenas and court filings.
- Performs legal research as required.
- Responds to requests from witnesses, court personnel, and opposing counsel.
- Provides supplemental support to other Section Case Teams during other paralegals' absences.
- Performs other duties and projects as assigned by supervising attorneys.

Skills:

- Paralegal degree or equivalent work experience.
- Background in either computer science, IT, or healthcare compliance preferred.

- Ability to work collaboratively with section members and with other Office of Attorney General staff.
- Strong legal research and writing skills.
- Proficient computer skills required, including but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software, and various case management tools.
- Good client relations skills, including ability to work with consumers to obtain information in a timely manner.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery.
- Familiarity with summary judgment and trial process, including admissibility of evidence.
- Strong organizational skills required, including the ability to manage a large volume of cases, and track case deadlines.
- Awareness of ethical concerns, including need for confidentiality.